

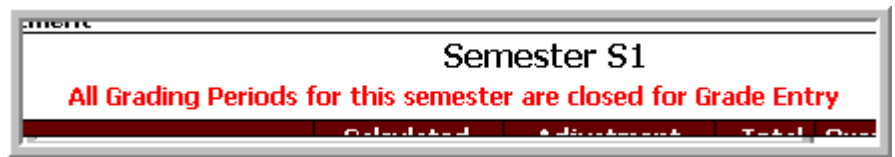
Editing Term (Six Weeks) Grades - *revised*

You must manually enter all missing/incorrect term (six weeks) grades; these grades will affect semester and final averages. (Before changing any grade, make sure you note the original. In the event the change is denied by campus administration, you'll need to change it back by following these same instructions.)

PART I: TEACHER-INITIATED CHANGES

Follow these instructions to **change/enter a six-week grade** once the grading period window is closed. **(This includes grades you receive from other teachers due to schedule changes.)**

You'll know that the window is closed if you try to change or enter a grade and see a message of this nature at the top of the grade adjustment screen.



1. Adjust the **Display Options** in the **Main Screen** of your grade book to view any previous **Grading Periods** (if needed).
2. Click the drop-down **Options** button on the desired grading period column, and select **Grade Posting Status for Term ?**
3. On the Grade Posting Status Screen, click the **Request Grade Changes** button (far right of the screen).

Categories	Grade Marks	Posting	Reports
1	SM1	EX1	3RD
E	Options	Options	Options
			C3
*	90	85	90
*	97	93	94

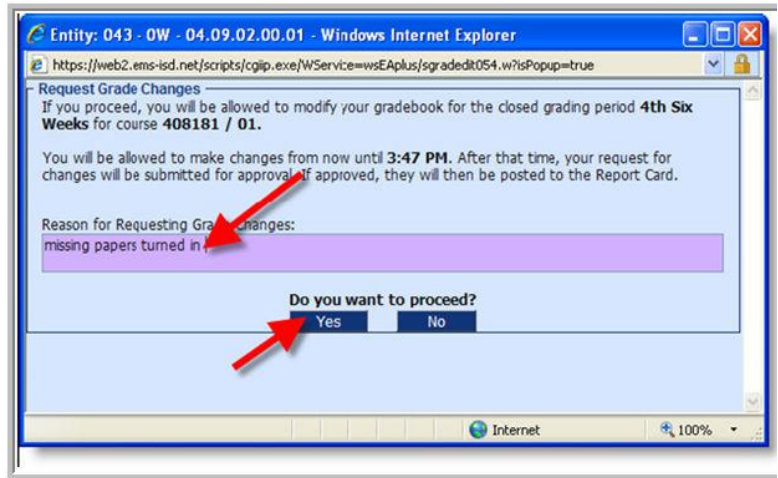
*If you see a **Complete Grade Changes** button instead of the **Request Grade Changes** button, it is indicating that you have previously requested changes for this class and you are still within the time window when changes can be made.*

Grade Posting Status for TERM 3 (11/26/07 - 01/18/08)													Request Grade Changes
Period	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff.	Low Percent	Avg Percent	High Percent	Active Stds	Drp Stds	Posting Complete	
01	M80300 / 01	PRE-AP ENG LA/RDG GR8		9			70.81	90.33	99.69	24	1	<input checked="" type="checkbox"/>	

Expand All Collapse All Hide Details (displaying 5 of 5)

Please be patient; it may take a while for the next screen (illustrated below) to appear.

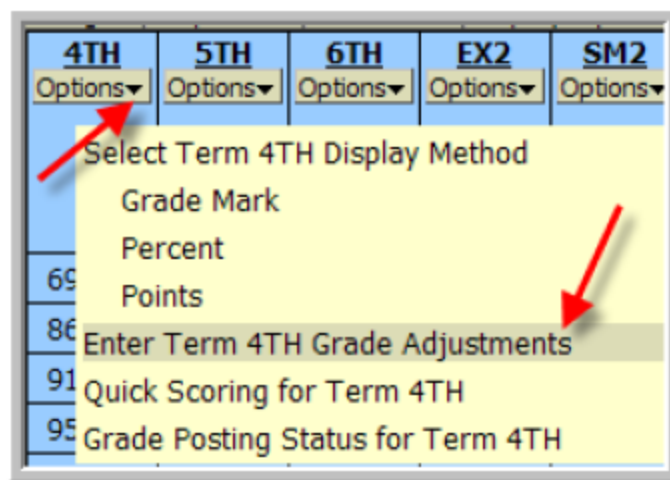
4. Read the **Request Grade Changes** window carefully, as it tells you exactly how long you have to complete your grade changes for this class.



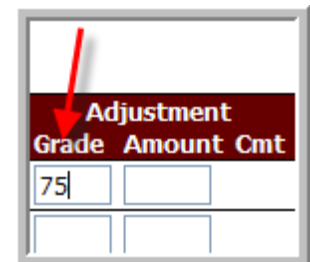
5. **Enter a reason** for this grade change request (Ex. missing/late papers turned in, schedule change, etc.)

6. Click **Yes**, and you'll return to the class grading session.

7. Click the **Options** button for the appropriate grading period column and select **Enter Term ? Grade Adjustments**.



8. Enter the missing or updated average in the **Adjustment Grade** column and click the **Save** button.



The request will be COMPLETED after **counselor approval**. You may want to email her to let her know a request is waiting for approval (but there is notification in Skyward.)

PART II: COUNSELOR-INITIATED CHANGES:

Follow these instructions to **enter a transfer grade into your grade book** after the counselor inputs the grade in Skyward and the grading period window is closed.

1. Adjust the **Display Options** in the **Main Screen** of your grade book to view any previous **Grading Periods** (if needed).

2. If the counselor entered a student's transfer grade, you will see it in that grading period's **Report Card** column – in bold with an asterisk beside it.

1ST Options▼	1ST Grade Adjust	1ST Report Card
93	3.11	
		*63
		*82
		*88
79		
76		

3. Click the drop-down **Options** button, and select **Grade Posting Status for Term ?**

My Print Queue

ns ▼	Quick Scoring	Excel Export	Extra W09-M	Ground W08-Th	Fever W08-T	Illnes W08-T	1ST Options▼	1ST Grade Adjust	1ST Report Card
Select Term 1ST Display Method									
Grade Mark									
Percent									
Points								3.11	
Grade Posting Status for Term 1ST									*63
* * * *									*82
* * * *									*88

4. On the Grade Posting Status screen, click the **Request Grade Changes** button (far right of the screen).

*If you see a **Complete Grade Changes** button instead of the **Request Grade Changes** button, it is indicating that you have previously requested changes for this class, and you are still within the time window when changes can be made.*

Posting was open from 12:01 AM on 10/02/09 until 2:00 PM on 10/05/09

Secondary Grade Posting Status for 1st Six Weeks (08/24/09 - 10/02/09)													Request Grade Changes			
Period ▲	Class	Description	Missing Rpt Card Grades	Missing Assign.	Missing Comments	Diff	Low Percent	Avg. Percent	High Percent	Active Stds	Drp Stds	Posting Complete	Last Post Date	Last Post Time		
02	7420 / 22	SCIENCE-7	3	85	21	5										Open the gradebook to make grade changes -- these changes will need to be approved by an administrator before getting posted

5. Read the **Request Grade Changes** window carefully, as it tells you exactly how long you have to complete your grade changes for this class.

Request Grade Changes
 If you proceed, you will be allowed to modify your gradebook for the closed grading period **1st Six Weeks** for course **7420 / 22**.

You will be allowed to make changes from now until **3:46 PM**. After that time, your request for changes will be submitted for approval. If approved, they will then be posted to the Report Card.

Reason for Requesting Grade Changes:
 entering transfer grades for previous six weeks

Do you want to proceed?

6. Enter a reason for this grade change request.

7. Click **Yes**, and you'll return to the class grading session.

8. Click the **Options** button and select **Enter Term ? Grade Adjustments**.

Extra W09-M 10/19	Ground W08-Th 10/15	Fever W08-T 10/13	Illnes W08-T 10/13	1ST Options	1ST Grade Adjust	1ST Report Card
				[Select Term 1ST Display Method		
				Grade Mark		
				Percent		
				Points	3.11	
				Enter Term 1ST Grade Adjustments		*63
				Quick Scoring for Term 1ST		*82
				Grade Posting Status for Term 1ST		*88
	*	68	80	90	79	

9. Enter the transfer grades previously shown in the **Report Card** column into the **Adjustment Grade** column; click **Save**.

Term 1ST

Adjustment Grade	Amount	Cmt	Total Percent	Override for Medical or Incomplete	Posted Grade
93	3.11		92.50	-	93
62	61.50		61.50	-	63
82	81.50		81.50	-	82
88	87.50		87.50	-	88

10. Now those transfer grades are listed under the **1ST** column and included in YOUR grade book. Semester Grades can now be calculated correctly. The **Report Card** column is no longer visible.

1ST Options	1ST Grade Adjust
93	3.11
63	62.50
82	81.50
88	87.50
79	